

TOWN OF DAVIE

TOWN COUNCIL AGENDA REPORT

TO: Mayor and Councilmembers

FROM/PHONE: Herb Hyman/797-1016

SUBJECT: Resolution

AFFECTED DISTRICT: All

TITLE OF AGENDA ITEM: A RESOLUTION OF THE TOWN OF DAVIE, FLORIDA, ACCEPTING THE BIDS FOR JANITORIAL SERVICES-PARKS.

REPORT IN BRIEF: A competitive bid was conducted for janitorial services for all park locations throughout the year. The Town sent out specifications to twenty-seven (27) prospective bidders. Additionally, the bid was advertised state-wide in Florida Bid Reporting and nationally in BidNet and also posted on the Town's web site. The Town received eight (8) bids. The specification required potential bidders to attend one of two mandatory site inspections that was conducted by the Public Works Department. Countywide Janitorial and B & G Janitorial failed to attend the mandatory site inspection. Therefore, their bids were rejected. The Town awarded a contract in the recent past to Cleaning Systems, Inc. The performance by Cleaning Systems, Inc. was so poor, that the Town had to cancel their contract (see attached documentation). Therefore, the recommendation is for a split award between Perm-A-Care, Inc. and NCARE Group, Inc. with each park location being awarded to the lowest bidder. The initial contract is a two (2) year term with an option to renew for an additional two (2) year term by mutual agreement of the parties. Extensions, if appropriate, will be handled administratively by staff subject to budgetary approval by the Town Council.

PREVIOUS ACTIONS: Not applicable

CONCURRENCES: The recommended award has been reviewed by the Public Works/Capital Projects Manager and the Bid Specification Committee who concur with the decision to split the award between Perm-A-CARE, Inc. and NCARE Group, Inc.

FISCAL IMPACT:

Has request been budgeted? yes

If yes, expected cost: \$89,531.20

Account Name: various Public Works building maintenance accounts

Additional Comments: Not applicable

RECOMMENDATION(S): Motion to approve the resolution.

Attachment(s):

Procurement Authorization

Recommendation memo from Public Works

Bid Tabulation

Documentation supporting the cancellation of the contract with Cleaning Systems, Inc.

RESOLUTION NO. _____

A RESOLUTION OF THE TOWN OF DAVIE, FLORIDA, ACCEPTING THE BIDS FOR JANITORIAL SERVICES-PARKS.

WHEREAS, the Town is in need of janitorial services for various park locations throughout the year;
and

WHEREAS, the Town solicited sealed bids for such janitorial services; and

WHEREAS, after review, the Town Council wishes to accept the bids from NCARE Group, Inc. and Perm-A-Care, Inc.

NOW, THEREFORE, BE IT RESOLVED BY THE TOWN COUNCIL OF THE TOWN OF DAVIE, FLORIDA:

SECTION 1. The Town Council hereby accepts the bids from NCARE Group, Inc. and Perm-A-Care, Inc. for janitorial services in accordance with Attachment "A" .

SECTION 2. The Town Council hereby authorizes the expenditure from various Public Works building maintenance accounts.

SECTION 3. The initial contract term is two (2) years with an option to extend the contract for an additional two(2) year term by mutual agreement of the parties. Contract extensions, if appropriate, will be handled administratively by staff subject to budgetary approval by Town Council.

SECTION 4. This resolution shall take effect immediately upon its passage and adoption.

PASSED AND ADOPTED THIS _____ DAY OF _____, 2002

MAYOR/COUNCILMEMBER

Attest:

TOWN CLERK

APPROVED THIS _____ DAY OF _____, 2002

TOWN OF DAVIE PROCUREMENT AUTHORIZATION

ACCOUNT NUMBER VARIOUS ACCOUNTS BUDGET ITEM & DESCRIPTION PARKS JANITORIAL SERVICE APPROXIMATE COST \$94,000

METHOD OF PROCUREMENT (check the one that applies)

- ☒ Open Competitive Bidding
☐ Piggyback on Contract Number _____
☐ Sole Source
☐ Request For Proposals

SPECIFICATIONS & LIST OF VENDORS MUST BE ATTACHED

Signed B. Burrell
 Department Head
 Have Funds been Reserved N/A - spans fiscal years
 Date 5/23/02 Signed [Signature]
 Signed _____
 Town Administrator

VENDOR	BIDS SUBMITTED	COST
PERMA-CARE	/	SEE
NCARE GROUP		ATTACHED
COVERALL CLEANING SERVICE		BID
ANAGO CLEANING SERVICE		TABULATION
* COUNTYWIDE JANITORIAL		
** CLEANING SYSTEMS INC.		
* B & G JANITORIAL		
GOVERNMENT QUALITY JANITORIAL		
* COUNTYWIDE AND B & G WERE REJECTED FOR NOT ATTENDING MANDATORY SITE VISIT.		
** CLEANING SYSTEMS, INC. WAS REJECTED FOR POOR PERFORMANCE ON PREVIOUS CONTRACT (SEE ATTACHED DOCUMENTATION)		
Signed <u>[Signature]</u>		Procurement Manager

TOWN ADMINISTRATOR'S RECOMMENDATION

Vendor	Cost
+ PERMA-CARE	\$59,601.20
+ NCARE GROUP	\$29,930.00
Signed _____	Town Administrator

+

+ SEE AWARD MEMO FROM PUBLIC WORKS FOR BREAKDOWN OF AWARD LOCATIONS.

Attachment "A"

PUBLIC WORKS

MEMORANDUM

To: Herb Hyman, Procurement Manager

From: Bruce Bernard, Public Works /Capital Projects Director *BB*

Date: July 17, 2002

Re: Janitorial Services - Parks Bid No. B-02-96

The Public Works Department has reviewed the bids received for the Parks Janitorial Services and has the following recommendations:

The bids from County Wide Janitorial Maintenance, Inc and B&G Janitorial Contracting Group, have been rejected because they did not attend the mandatory site inspections required by the bid specifications. The bid submitted by Cleaning Systems, Inc. also has been rejected because their services were terminated previously by the Town for nonperformance.

Therefore, the Public Works Department recommends that the bids be awarded on a split basis as follows:

Pine Island Community Center, Potter Park Restrooms, Potter Park Multi Purpose Facility and the Bamford Multi Purpose Facility be awarded to NCARE Group, Inc for a yearly total of \$29,930.00. All other Parks Facilities be awarded to Perm-A-Care, Inc. for a yearly total of \$59,601.20.

	A	B	C	D	E	F	G	H	I
1									
2									
3									
4									
5									
6									
7									
8									
9	BERGERON PARK	\$1,318.00	\$1,566.00	\$1,957.75	\$1,560.00	\$3393.00	\$2,636.00	\$3,132.00	\$3,915.00
10	BERMAN PARK	\$5,280.00	\$1,056.00	\$7,920.00	\$1,423.20	\$1408.00	\$1,056.00	\$1,760.00	\$1,936.00
11	EASTSIDE COMMUNITY	\$3,959.00	\$5,110.00	\$5,938.50	\$6,000.00	\$6570.00	\$7,913.20	\$8,030.00	\$17,155.00
12	FLAMINGO ELEMENTARY	\$1,320.00	\$1,825.00	\$2,737.50	\$1,560.00	\$4015.00	\$2,640.00	\$4,380.00	\$5,475.00
13	IVANHOE COMMUNITY	\$8,212.00	\$5,475.00	\$12,318.00	\$5,100.00	\$6570.00	\$16,425.00	\$8,030.00	\$17,155.00
14	OAK HILL	\$1,320.00	\$1,566.00	\$1,957.75	\$1,560.00	\$4176.00	\$2,640.00	\$3,132.00	\$3,915.00
15	ORANGE PARK	\$5,940.00	\$5,220.00	\$8,910.00	\$6,000.00	\$4698.00	\$16,607.50	\$5,742.00	\$14,355.00
16	P.I. COMMUNITY	\$8,400.00	\$7,300.00	\$12,600.00	\$11,400.00	\$8395.00	\$16,790.00	\$14,600.00	\$35,405.00
17	POTTER PARK RESTROOMS	\$1,584.00	\$2,190.00	\$2,376.00	\$3,000.00	\$3650.00	\$3,168.00	\$4,380.00	\$5,475.00
18	POTTER PARK MULTI-PURPOSE	\$3,650.00	\$6,570.00	\$5,475.00	\$17,200.00	\$6570.00	\$7,300.00	\$18,250.00	\$36,500.00
19	ROBBINS RESTROOMS/PICNIC	\$1,320.00	\$624.00	\$1,170.00	\$1,800.00	\$1560.00	\$1,126.32	\$1,872.00	\$2,340.00
20	ROBBINS RESTROOMS/PAVILION	\$563.16	\$624.00	\$819.00	\$1,800.00	\$1872.00	\$1,123.20	\$1,872.00	\$2,340.00
21	ROBBINS LODGE FACILITY	\$1,320.00	\$4,380.00	\$1,980.00	\$5,334.00	\$5110.00	\$1,314.00	\$8,030.00	\$11,680.00
22	ROBBINS PATIO RESTROOMS	\$208.00	\$416.00	\$1,277.00	\$1,800.00	\$936.00	\$624.00	\$1,248.00	\$1,672.00
23	BAMFORD CONCESSION #1	\$1,320.00	\$2,190.00	\$1,916.00	\$1,500.00	\$4015.00	\$2,920.00	\$4,380.00	\$5,475.00
24	BAMFORD CONCESSION #2	\$1,320.00	\$2,190.00	\$1,916.00	\$1,500.00	\$4015.00	\$2,920.00	\$4,380.00	\$5,475.00
25	BAMFORD CONCESSION #3	\$730.00	\$2,190.00	\$1,095.00	\$1,500.00	\$4015.00	\$2,920.00	\$4,380.00	\$5,475.00
26	BAMFORD CONCESSION #4	\$730.00	\$2,190.00	\$1,095.00	\$1,500.00	\$4015.00	\$2,920.00	\$4,380.00	\$5,475.00
27	BAMFORD CONCESSION #5	\$730.00	\$2,190.00	\$1,095.00	\$1,500.00	\$4015.00	\$2,920.00	\$4,380.00	\$5,475.00
28	BAMFORD MULTI-PURPOSE	\$1,825.00	\$7,300.00	\$2,646.25	\$20,500.00	\$11315.00	\$4,380.00	\$14,600.00	\$36,500.00
29	BAMFORD MAINT. FACILITY	\$2,104.00	\$1,315.00	\$3,156.00	\$2,640.00	\$2630.00	\$2,630.00	\$3,419.00	\$5,260.00
30	SHENANDOAH OFFICE	\$365.00	\$5,110.00	\$1,095.00	\$1,800.00	\$4745.00	\$3,650.00	\$8,030.00	\$10,950.00
31	SHENANDOAH COMM CENTER	\$1,320.00	\$4,745.00	\$1,916.25	\$3,300.00	\$5840.00	\$3,650.00	\$8,030.00	\$11,680.00
32	WATERFORD PARK	\$1,277.00	\$2,190.00	\$1,916.25	\$1,860.00	\$4745.00	\$2,920.00	\$4,380.00	\$5,475.00
33	WOLF LAKE	\$2,640.00	\$2,920.00	\$3,923.75	\$2,004.00	\$4015.00	\$2,920.00	\$6,205.00	\$7,300.00
34	BILL GESSNER	\$1,320.00	\$1,825.00	\$1,916.25	\$2,400.00	\$1716.00	\$2,920.00	\$4,380.00	\$5,475.00
35	DRIFTWOOD PARK	\$1,320.00	\$780.00	\$1,916.25	\$1,860.00	\$1716.00	\$2,920.00	\$1,872.00	\$2,340.00
36	BETTY BOOTH PARK	\$1,320.00	\$1,825.00	\$1,916.25	\$1,800.00	\$4380.00	\$2,920.00	\$4,380.00	\$5,475.00
37									
38	TOTAL YEARLY COST	\$62,715.00	\$82,882.00	\$94,985.75	\$111,201.20	\$120,100.00	\$124,873.22	\$161,654.00	\$277,348.00



Administration 797-1030
Administrative Services 797-1020
Budget & Finance 797-1050
Community Services 797-1145
Development Services 797-1111

Engineering 797-1113
Fire Department 797-1211
Police Department 693-8200
Public Works 797-1240
Utilities 433-4000

Town of Davie
www.davie-fl.gov

6901 Orange Drive Davie, Florida 33314-3399

(954) 797-1000

Mr. Jim Fisher
Cleaning Systems Incorporated
10330 NW 55 Street
Sunrise, FL 33351

Dear Mr. Fisher:

This is to notify you that the contract for janitorial services between the Town of Davie and Cleaning Systems, Inc. is being terminated by the Town effective February 1, 2001 per the "Termination of Contract" clause of the contract.

The following list of cleaning deficiencies at the Pine Island Community Center are cause for the issuance of a Fifth Discrepancy Notice and the indicated termination of the contract.

- Monday, December 18, 2000, through Thursday, December 21, 2000, - dusting of doors and ledges not done.
- Monday, December 18, 2000, - C fold towels not restocked in all restrooms and locker rooms.
- Wednesday, December 20, 2000, - Hammock Room not vacuumed.
- Thursday, December 21, 2000, - fitness room mirrors not cleaned, floors not swept, hallway not swept.
- Wednesday, December 27, 2000, - kitchen sink not cleaned, toilet paper wads stuck to ceiling in lobby mens room, fitness room floor not swept, mens locker room floor not swept.
- Friday, December 29 2000, - mens and ladies locker room floors not swept.

Please contact me at 797-1157 to arrange the return of the Town's facility keys that were issued to your company and the timely removal of your company's janitorial supplies and equipment from the contracted sites.

Sincerely,

Dennis Andresky
Parks Superintendent



Administration 797-1030
Administrative Services 797-1020
Budget & Finance 797-1050
Community Services 797-1145
Development Services 797-1111

Engineering 797-1113
Fire Department 797-1211
Police Department 693-8200
Public Works 797-1240
Utilities 433-4000

Town of Davie
www.davie-fl.gov

6901 Orange Drive Davie, Florida 33314-3399

(954) 797-1000

November 5, 2000

Mr. Jim Fisher
Cleaning Systems Incorporated
10330 NW 55 Street
Sunrise, FL 33351

Dear Mr. Fisher:

This is to notify you of the following cleaning deficiencies at the listed Town of Davie facilities which are under contract with your company for janitorial services:

- Pine Island Community Center
Monday, November 27, 2000: Entrance area glass doors not cleaned. This is the Third Discrepancy Notice for this site. Per the Penalty Provisions For Non-Service clause of the janitorial contract, the November billing should reflect a 10% reduction in the monthly rate for the Pine Island Community Center.
- Bamford Sports Complex Restrooms
Monday, November 27, 2000: Mens restroom walls and stalls were not cleaned.
Tuesday, November 28, 2000: Mens and ladies restroom walls and stalls were not cleaned.
Wednesday, November 29, 2000: Mens restroom walls and stalls were not cleaned. This is the Third Discrepancy Notice for this site. Per the Penalty Provisions For Non-Service clause of the janitorial contract, the November billing should reflect a 10% reduction in the monthly rate for the Pine Island Community Center.

Any further unsatisfactory service conditions will be addressed according to the "Penalty Provisions for Non-Service" clause of the janitorial service contractual agreement.

If you should have any questions, please contact me at (954) 797-1157.

Sincerely,

Dennis Andresky
Parks Superintendent



Administration 797-1030
Administrative Services 797-1120
Budget & Finance 797-1050
Community Services 797-1145
Development Services 797-1111

Engineering 797-1113
Fire Department 797-1211
Police Department 693-8200
Public Works 797-1240
Utilities 433-4000

Town of Davie
www.davie-fl.gov

6901 Orange Drive Davie, Florida 33314-3399

(954) 797-1000

Mr. Jim Fisher
Cleaning Systems Incorporated
10330 NW 55 Street
Sunrise, FL 33351

Dear Mr. Fisher:

This is to notify you of the following cleaning deficiencies at the listed Town of Davie facilities which are under contract with your company for janitorial services:

- Pine Island Community Center
Wednesday, November 22, 2000: Lobby restrooms paper towels were not restocked; lobby entrance glass doors were not cleaned. This is the Second Discrepancy Notice for this site.
- Bamford Sports Complex Restrooms
Monday, November 20, 2000: Restroom floors were not cleaned, walls were not wiped down. This is the Second Discrepancy Notice for this site.
- Driftwood Estates Park Restrooms:
Sunday, November 26, 2000: Restrooms were not cleaned. This is the Second Discrepancy Notice for this site.
- Bergeron Park:
Sunday, November 26, 2000: Restrooms were not cleaned. This is the First Discrepancy Notice for this site.
- Wolf Lake Park:
Sunday, November 26, 2000: Restrooms/Meeting Room were not cleaned. This is the First Discrepancy Notice for this site.

Any further unsatisfactory service conditions will be addressed according to the "Penalty Provisions for Non-Service" clause of the janitorial service contractual agreement.

If you should have any questions, please contact me at (954) 797-1157.

Sincerely,

Dennis Andresky
Parks Superintendent



Administration 797-1030
Administrative Services 797-1020
Budget & Finance 797-1050
Community Services 797-1145
Development Services 797-1111

Engineering 797-1113
Fire Department 797-1211
Police Department 693-8200
Public Works 797-1240
Utilities 433-4000

Town of Davie
www.davie-fl.gov

6901 Orange Drive Davie, Florida 33314-3399

(954) 797-1000

November 22, 2000

Mr. Jim Fisher
Cleaning Systems Incorporated
10330 NW 55 Street
Sunrise, FL 33351

Dear Mr. Fisher:

This is to notify you of the following cleaning deficiencies at the listed Town of Davie facilities which are under contract with your company for janitorial services:

- Pine Island Community Center
Monday, November 13, 2000/Tuesday, November 14, 2000/Wednesday, November 15, 2000: Rugs were not vacuumed, hallway was not swept or dusted, mirrors were not cleaned, fitness room was not swept and locker rooms were not cleaned.
- Bamford Sports Complex Restrooms
Tuesday, November 14, 2000 and Wednesday, November 15, 2000: Floors were not mopped.
- Driftwood Estates Park Restrooms:
Tuesday, November 14, 2000, and Wednesday, November 15, 2000: Floors and walls were not cleaned/wiped down.

Please note that this is the First Notice of Deficiency for unsatisfactory service for these sites.

Any further unsatisfactory service conditions will be addressed according to the "Penalty Provisions for Non-Service" clause of the janitorial service contractual agreement.

If you should have any questions, please contact me at (954) 797-1157.

Sincerely,

Dennis Andresky
Parks Superintendent



Administration 797-1030
Administrative Services 797-1020
Budget & Finance 797-1050
Community Services 797-1145
Development Services 797-1111

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Fire Department 797-1211
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Public Works 797-1240
Utilities 433-4000

Town of Davie
www.davie-fl.gov

6901 Orange Drive Davie, Florida 33314-3399

(954) 797-1000

August 23, 2000

Mr. Jim Fisher
Cleaning Systems Incorporated
10330 NW 55 Street
Sunrise, FL 33351

Dear Mr. Fisher:

This is to notify you of the following cleaning deficiencies at the listed Town of Davie Park facilities which are under contract with your company for janitorial services:

Monday, August 14, 2000:

- Robbins Lodge Park
The restroom floors were not washed and rinsed at the large shelter.
- Potter Park
The restrooms were not cleaned properly. Items not being properly cleaned at this facility include toilets, urinals, sinks and stall walls.
- Rodeo Arena
Three toilet paper dispensers were not refilled in the southern restrooms.

Thursday, August 17, 2000:

- Rodeo Arena
The disposable napkin receptacle liners were not replaced. The toilets, urinals, sinks and the hand dryers were not cleaned properly in the southern restrooms.

Any further unsatisfactory service conditions will be addressed according to the "Penalty Provisions For Non-Service" clause of the janitorial service contractual agreement.

If you should have any questions, please contact me at (954) 797-1157.

Sincerely,

Dennis Andresky
Park Superintendent



Administration 797-1030
Administrative Services 797-1030
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Public Works 797-1240
Utilities 433-4000

Town of Davie
www.davie-fl.gov

6901 Orange Drive Davie, Florida 33314-3399

(954) 797-1000

September 8, 2000

Mr. Jim Fisher
Cleaning Systems Incorporated
10330 NW 55 Street
Sunrise, FL 33351

Dear Mr. Fisher:

This is to notify you of the following cleaning deficiencies at the listed Town of Davie Park facilities which are under contract with your company for janitorial services:

Wednesday, August 30, 2000 & Thursday, August 31, 2000

- Ivanhoe Community Center
The restroom floors and stall walls were not cleaned properly.

Tuesday, September 5, 2000

- Orange Park Community Center
The restroom floors were not cleaned.

Please Note: This is the second notice of deficiency for unsatisfactory service.

Any further unsatisfactory service conditions will be addressed according to the "Penalty Provisions For Non-Service" clause of the janitorial service contractual agreement.

If you should have any questions, please contact me at (954) 797-1157.

Sincerely,

Dennis Andresky
Park Superintendent